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MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF THE MEMBERS OF COMMUNITY ASSOCIATION D.P. NO. 270427 HELD ON TUESDAY 14 FEBRUARY 2017 HELD IN HIBISCUS ROOM COMMENCING AT 6.00PM.

PRESENT:

Susan Graham, Helen Pollard, Michael McIntosh, Ken Barker and Peter Wood

IN ATTENDANCE:

Maria Strugarevic (Marella), Robyn Alexander (Dickson), Derek McKinstry and Mark Bentley (Dynamic Property Services)

CHAIRPERSON:

Susan Graham

1. MINUTES	Action decided at the meeting	Action by	Action date
Resolved that the minutes of the last executive committee meeting held on 13 December 2017 be confirmed as a true record and account of the proceedings at that meeting.			
2. OUTSTANDING MATTERS:			
2.1 19-21 Lister Avenue SP87551 Update on the status of Section 96 Application and proposed construction schedule.	The Managing Agent was informed by the strata manager for SP 87551 that Mueller's who are the solicitors acting for the strata plan have agreed to a four week extension of the Directions Hearing as the builder wishes to inspect the issue raised by owners of the scheme. The managing agent will follow in three weeks' time.	DPS	07.03.2017
2.2 Ongoing Heritage Clock Maintenance: Update on the: That Dynamic provides an update on the ongoing heritage	Council has indicated that it is not prepared to take responsibility for the repair and ongoing maintenance of the heritage listed clock. Information on how to apply for a grant to Veterans	SG/	

<p>clock maintenance:</p> <ul style="list-style-type: none"> Joint submission with PHHTNA to Veterans Affairs (Dynamic to liaise with Carol Parker the Hon Secretary of the PHHTA) Discuss and investigate the viability, both initially and ongoing, of applying for a heritage grant – Robyn Alexander from the Dickson Apartments has offered to help http://www.environment.nsw.gov.au/Heritage/funding/ Negotiations with Council to take on responsibility for ongoing maintenance 	<p>Affairs for repair of the clock was tabled at the meeting. Robyn Alexander (resident of The Dickson apartments) addressed the meeting and suggested that the Heritage Council be approached for the restoration of the clock as it was a significant heritage item. The committee decided that it would be better to deal with the Heritage Council rather than Veterans Affairs in the first instance. Robyn Alexander will be contacting the Heritage Council and liaising with Susan Graham and the managing agent.</p> <p>Angus Palmer from Randwick Council obtained quotes from three master clockmakers for the restoration and ongoing maintenance of the heritage clock. These quotes will be required inclusion in a submission for a grant from the Heritage Council.</p> <p>The managing agent is to contact Angus Palmer to request copies of the quotes for the clock's repair and ongoing maintenance.</p>	<p>DPS</p>	<p>10.03.2017</p>
<p>2.3 Electricity and Street Lights That the Executive Committee receives an update on the location of the streetlights and determines any action.</p> <ul style="list-style-type: none"> Unmetered electricity and location of street lights Arranging a meeting with Council to discuss: <ul style="list-style-type: none"> (i) Council taking responsibility for the lights that are labelled as Council but the CA is currently paying for in its unmetered electricity bill (ii) Council to take responsibility all street lighting to avoid future confusion and ensure pedestrian safety Non-working lights in Pine Avenue adjacent to Little Bay Apartments (opposite Memorial Park) 	<p>The spreadsheet compiled by Susan Graham showing the position of the light poles which are not metered and are being paid for by the Community Association are to be forwarded to Randwick Council as many of the street lights are clearly labelled as being the property of the council. The detail in the spread sheet agrees with a report by Cadence Australia dated March 2009, which clearly identifies responsibility for various lights.</p> <p>Priority #1 The managing agent is contact Council to request that it agrees to Energy Australia amending their billing to reflect Council's responsibility for payment for those lights identified as Council's so that Council becomes responsible for payment of all future costs in respect of those lights. The managing agent will also request a reimbursement for that proportion of the bills that the CA has been paying on behalf of Council over the years.</p> <p>Priority #2 Managing agent to arrange a meeting with Council to include Alan Bright, manager Strategic Planning, whoever is the head person responsible for street</p>	<p>DPS</p>	<p>28.02.2017</p>

	<p>lighting (George Bounassif, Manager Infrastructure?), possibly John Flanigan, Development Engineer, Susan Graham and Ken Barker. At that meeting, the CA will request that Council considers taking on responsibility for all street lights as well as all roads and public access footpaths to.</p> <p>Susan Graham will follow up with Energy Australia to obtain further information on four additional bills.</p> <p>Note: The bank of street lights that were not working in Pine Avenue for some months have been fixed, presumably by Council.</p>	SG	28.02.2017
<p>2.4 Backlog of work and communication Dynamic to provide a working plan and timeline for clearing the backlog of work and undertakes to respond to email and telephone enquiries within two business days</p>	Billy Chau, Dynamic's acting General Manager, met with members of the committee and indicated that more support for the management of the Community Association will be provided by DPS and email and business enquires will be answered in the time frames stipulated by the committee.		
3. FINANCIAL REPORT:			
<p>3.1 Financial Statements to 31 January 2017: Resolved that the financial statements for the period ending 31 January 2017 be tabled and received.</p>	No action required	DPS	
<p>3.2 Schedule of Arrears: Resolved that the Executive Committee received the schedule of arrears.</p>	No action to be taken on arrears at this time.	DPS	
4. RANDWICK CITY COUNCIL (RCC) MATTERS:			
<p>4.1 Irrigation and Maintenance Deeds: Resolved that an update be provided relating to the irrigation and maintenance deed.</p>	The Managing Agent has emailed Adrian Mueller to follow up on this matter. The Managing Agent will enquire as to the status of the Deed within another two weeks.	DPS	28.02.2017
<p>4.2 Meeting with Council to Address Various Issues: The Executive Committee received an update on the various issues raised with the council.</p> <ul style="list-style-type: none"> Mismatched concrete used to patch up repairs. 	David Onkili from Randwick Council has advised that the engineers are concerned at the cost to council of replacing the mismatched concrete with the mix approved by council and the Community Association. It is believed that this will be resolved but Susan Graham to follow up if no progress observed.	DPS, SG	28.02.2017
<p>4.3 Lot 1 - Jenner Street Driveway The Executive Committee received an update on Dynamic's email to Council re constructing a driveway from the curb at Jenner to the Communications</p>	Council has stated that it have no objection to the idea of a driveway servicing the Jenner Street Communications Building provided plans and specifications are approved	DPS	

<p>building housing the Pivit Telecoms equipment, and determines further action.</p>	<p>Ken Barker will liaise with Council regarding a quote for the works which will comprise a driveway and removable bollards to prevent the public using the driveway and accessway to Lot 1 as a parking lot. Ken will discuss with Council the potential for them to pick up the cost for the driveway, if not for the entire works then perhaps to share the cost with the CA. The CA will foot the bill if Council refuses to share the cost.</p> <p>Once the costs are known, it may be necessary to obtain alternative quotes for bollards etc.</p>	<p>KB</p>	<p>07.03.2017</p>
<p>5 CORRESPONDENCE:</p>			
<p>5.1 SP 79573 - 7 Jenner Street Trees: Dynamic provided an update on its letter to Council dated 2 December 2016.</p>	<p>The tree removal application from Harpa needs to show detailed plans of what trees are to be removed and also what will be replanted to replace the removed trees.</p> <p>Managing agent to follow this up as a matter of urgency. Once the plans have been received and the CA has approved them, Harpa's Owners Corporation will need to make a submission to Council.</p> <p>Harpa's Owners Corporation must provide a copy of Council approval when received and before works begin.</p>	<p>DPS</p>	<p>28.02.2017</p>
<p>5.2 SP 86015 – 9 Brodie Avenue Wall: Dynamic provided an update on its letter requesting that the owner reinstates the wall to its original condition.</p>	<p>This issue was not discussed. Include in Agenda for next meeting.</p>	<p>DPS</p>	<p>11.04.2017</p>
<p>6 SITE MONITORING:</p>			
<p>6.2 Site monitoring:</p> <ul style="list-style-type: none"> • That Dynamic advises whether or not it has the capacity to handle our regular site monitoring reports in a timely fashion? ie letters issued or phone calls made by an experienced manager within two business days of receipt of reports. • That Dynamic creates a spread sheet containing: <ul style="list-style-type: none"> - Lot number - Strata scheme / neighbourhood association 	<p>The Managing Agent is in the process of finalising the updating the spreadsheet for the site monitoring contacts to include lot numbers, street addresses, SP or NA numbers, and contact details for each lot.</p> <p>EC members to submit each of their site monitoring reports with accompanying photos of breaches to Dynamic by mid-March.</p>	<p>DPS</p> <p>ALL</p>	<p>03.03.2017</p> <p>18.03.2017</p>

<p>number (for strata schemes and neighbourhood associations)</p> <ul style="list-style-type: none"> - Street address/es - Contact details – Name, email address, phone number <p>This can be achieved by writing to all owners and managing agents asking for them to confirm:</p> <ul style="list-style-type: none"> • Lot number • Strata scheme / neighbourhood association number (for strata schemes and neighbourhood associations) • Street address/es • Contact details – Name, email address, phone number 			
<p>6.2 62 Gubbuteh Road on-going site maintenance</p> <p>Dynamic provided an update on its negotiations with the Neighbourhood Association of Lot 2, to arrange and undertake the necessary ongoing maintenance work.</p>	<p>Pearse Malthouse to liaise directly with the Managing Agent of the Neighbourhood Association (Len Robinson) to provide a quote for initial clean up of undeveloped site and adjacent nature strip, and ongoing regular maintenance.</p> <p>DPS to instruct Pearse to advise the outcome of his approaches to the NA managing agent. Dynamic to follow up if no progress observed.</p>	DPS	18.03.2017
<p>6.3 Establish a Drop Box facility:</p> <p>For site monitoring photos and reports, and general storage to simplify sharing of large files and reduce the size of emails:</p> <ul style="list-style-type: none"> • All EC members to have access • Photos for site monitoring to be stored until the breach has been resolved, then Dynamic to remove • In addition, at a general level, Dynamic to upload a copy of all important documents for ease of reference: <ul style="list-style-type: none"> - Management Statement - Irrigation Deed - Design Guidelines - NMSA – redacted and unredacted - Current Strata Roll including Lot numbers, street 	<p>The Managing Agent will establish a drop box facility for Executive Committee Members and provide appropriate training.</p>	DPS	18.03.2017

<p>addresses, etc, - Dynamic's strata management contract with the CA - Any other important documents that Dynamic has on file</p> <p>(Grace Lee was asked to do this some months ago, specifically for site monitoring photos but also for large documents)</p>			
7 TELECOMMUNICATIONS:			
<p>7.1 Pivit/Telecoms: That the Executive Committee discusses the unredacted NMSA and determines action to be taken to ensure that Pivit adheres to the terms of its contract with the NSW government (Urban Growth, formerly Landcom):</p> <ul style="list-style-type: none"> Letter to Federal Comms Minister (see Ken Barker's email dated 18 November) Other? 	<p>The letter to be drafted to the Federal Communications Minister, Mitch Fifield, for EC members to review. Final letter to be emailed and mailed to Mitch Fifield. The letter should be cc'd to Matt Thistlethwaite reminding him of the meeting some time ago and also requesting him to speak to Mitch Fifield to support our submission.</p> <p>A meeting with Peter Geale, Pivit's Sales and Marketing Director is scheduled for 9am on Thursday 28 February 2017.</p>	DPS	28.02.2017
<p>7.2 Telstra/Telecoms: That the Executive Committee receives an update on Telstra matter and determines any action.</p>	<p>A number of schemes have been or are in the process of being made NBN ready through the installation of additional communication cabling.</p> <p>Only a relatively small amount of Community Association lots and members were able to receive quotes for this installation of additional cabling from Telstra due to Telstra's reluctance to include service smaller strata schemes and individual houses and town houses.</p> <p>This is a further example of the unfairness of the present situation with telecommunication providers.</p> <p>See 7.1 above for action plan.</p>	ALL	
8. SCHEDULE OF FUTURE MEETINGS:			
Next Meeting Date	Deadline to have motions Submitted for inclusion on next meeting agenda.	Date at which Agenda will be Circulated to Executive Committee and proprietors.	
11 April 2017	28 March 2017	4 April 2017	
13 June 2017	30 May 2017	6 June 2017	

8 August 2017	25 July 2017	1 August 2017
10 October 2017	26 September 2017	3 August 2017
12 December 2017	20 November 2017	27 November 2017

The Managing Agent was asked to chase up the Managing Agent of DP 286017 regarding the removal of the Bita Bash which is a noxious weed which has grown over the footpath of McMasters Place.

CLOSURE:

The chairperson declared the meeting closed at 7.20pm

CHAIRPERSON

DATE

Reference to a Section or Clause

In these minutes, a reference to a section or clause means that section or clause in the Community Land Management Act 1989 unless otherwise stated and a reference to a Regulation means that Regulation in the Community Land Management Regulation 2007.